



# AUSTIN GRATION MONTEIRO

## CONTACT

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Dubai, UAE

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## EDUCATION

**BACHELOR OF COMMERCE**

*Manav Bharti University, India*

## TECHNICAL SKILLS

- ✓ Electronic Mechanic
- ✓ Computer Hardware & Networking
- ✓ MS office Application
- ✓ Peach-tree
- ✓ Oracle & ERP

## SKILLS

- ✓ Work Schedule Adherence
- ✓ Interpersonal Communication
- ✓ Tactful Diplomacy

## ABOUT ME

Dedicated and driven professional with a proven track record of excellence, poised to elevate organizational performance through keen attention to detail and unwavering commitment. Seeking to leverage acquired expertise in [specific field] to propel the success of a respected organization. Eager to immerse myself in challenging projects, adding value and contributing significantly to the realization of strategic goals

## WORK EXPERIENCE

Emirates Industrial Gases Company (Airtec) - Dubai, UAE |  
Distribution Executive

Jan. 2014 - Present

### Missions or tasks realized:

- Efficiently serve customers by understanding & exceeding their needs.
- Demonstrate positivity, flexibility, and teamwork in customer interactions.
- Follow best practices and policies for customer service.
- Process purchases and monitor stock using ERP system.
- Prepare trip sheets and courier export documents.
- Arrange labor for loading and unloading materials.
- Print delivery notes and purchase orders.
- Serve as a point of contact for customer inquiries and resolutions.
- Assist and follow company policies during incidents.
- Help customers find what they need.
- Manage delivery-related calls.
- Maintain neat records of cash and receipts.
- Handle refunds and product replacements.
- Coordinate vehicle tracking and timely delivery.
- Update daily reports on movements and deliveries.
- Organize delivery notes for customers.
- Confirm delivery notes in the Oracle system for invoicing.
- Prepare and monitor monthly overtime reports.
- Maintain files for trip sheets, weigh slips, and overtime.
- Monitor petty cash for departments.
- Reimburse distribution expenses.
- Issue material purchase requisitions.
- Handle administration for drivers and laborers.
- Manage cylinder assets in the Oracle system.
- Coordinate idle asset collection from customers.
- Track customer cylinder movements.
- Send asset-holding confirmation reports to customers.
- Arrange rental machinery if needed.
- Work well under pressure.
- Supervise garage-related tasks.
- Prepare documents for overseas vehicle dispatch.

Citizen Watches FZE - Dubai, UAE | Chief Warehouse  
Assistant

Jan. 2012 – Jun. 2013

### Missions or tasks realized:

- Processed orders and handled shipping inquiries.
- Ensured warehouse cleanliness and organization.

- ✓ Organizational Planning
- ✓ Attention to Detail
- ✓ Follow-through
- ✓ Fixed Asset Tracking
- ✓ Database Management
- ✓ Relationship Building
- ✓ Inventory Coordination
- ✓ Safeguarding Implementation
- ✓ Confidentiality Maintenance

## LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil
- Konkani
- Tulu

## PERSONAL

Date of Birth : 19 March 1989  
 Marital Status : Married  
 Nationality : Indian  
 Passport No. : R8083064  
 Visa Status : Employment

- Received and verified goods for quality and quantity.
- Logged received and issued goods and maintained stock counts.
- Reported damaged or missing goods to the Distribution Manager.
- Created requisitions after manager approval.
- Updated system with received goods.
- Optimized warehouse space.
- Managed all warehouse tasks.
- Verified and submitted vouchers to Accounts and Logistics Managers monthly.
- Maintained inventory reports.
- Conducted periodic physical stock verification & coordinated with purchasing for deliveries.

Hayat Communication - Dubai, UAE | Store Keeper / Purchase Assistant / Document Controller

Dec 2008 - Jan. 2014

### Missions or tasks realized:

- Took daily orders from warehouse managers and reviewed them thoroughly.
- Ensured correct quantities were received by comparing goods with work order information.
- Received work orders from logistic Manager and assisted order pickers in locating items.
- Identified and recorded any damaged or missing goods.
- Ensured delivery forms were signed only upon completion satisfaction.
- Used mechanical equipment like forklifts to move goods to appropriate storage areas.
- Ensured proper labeling of goods with lot and item numbers.
- Allocated storage space based on item types and sizes.
- Picked ordered goods and verified their condition.
- Reported any broken or damaged goods during order picking.
- Recorded picked goods information in logs.
- Prepared documents including delivery notes.
- Restocked returned items and updated inventory.
- Enforced company safety and security procedures for warehouse workers.
- Maintained vendor relationships for smooth procurement.
- Ensured quality control of incoming and outgoing goods.
- Prepared necessary gate passes for materials leaving the Free Zone.